

<b>Type of Claim Schedule</b>	<b>Claim Schedule Subsystem</b>	<b>IEUP</b>
<b>Manual</b>	TC 360 generates during nightly system processing of the day claim schedule batch is released <b>and</b> all transactions process successfully (no errors on error file)	TC 360 posts during next nightly system processing after claim schedule batch is successfully processed (no remaining errors)
<b>Example:</b> Claim Schedule CS00001 entered and released on 9/5.	TC 360 generated with a Batch Date of 9/5	Claim schedule batch posted on 9/5 TC 360 posted on 9/6
<b>Automated</b>	TC 360 generates during nightly system processing when:  Claim schedule batch successfully processes (no errors remaining on Error File or Claim Schedule File)  <b>and</b>  Maintenance transaction is entered with Print Date equal to or later than claim schedule batch date (or due date if applicable)	TC 360 posts during nightly processing on the day claim schedule is available for print
<b>Example:</b> Claim Schedule CS00002 processed on 9/5. Maintenance entered on 9/6 with Print Date of 9/5 or later	Claim Schedule File Maintenance processed 9/6  TC 360 generated with a Batch Date of 9/6  Claim schedule facesheets and remittance advices available for print on 9/7	Claim schedule batch posted on 9/5 TC 360 posted on 9/7

## SPECIAL CONSIDERATIONS

The following special considerations should be reviewed prior to entering a claim schedule batch in CALSTARS:

### Identification Of Payment Authorization

The State Controller's Office requires that disbursements authorized by a contract, master service agreement, purchase order, or similar document are identified on the claim schedule face sheet. To meet this requirement, enter the contract number or appropriate source of payment authorization in the current document field. Information entered in the current document field in an automated claim schedule batch is printed on the claim schedule face sheet to the left of the payee.

### Control the Printing Availability (Due Date)

Entering a Due Date on any transaction within an automated claim schedule batch will prevent the entire batch from printing until the Due Date. This option may be used to process invoices that are due on a specific date (e.g., a rent claim schedule batch may be entered and will post to the system at the beginning of the month, but the claim schedule will not print until the due date specified on the transaction).

**NOTE:** When using this option, ***all*** transactions in the batch are held and the schedule will not print until a **Print Date** equal to or greater than the transaction **Due Date** is used. Therefore, be careful to exclude invoices from the batch that should be paid promptly.

### Payee Data Record (Standard 204 Form)

A Payee Data Record (Std. 204 Form) is required from all non-governmental entities doing business with the State of California. The Standard 204 Form must be received prior to disbursing funds to a vendor, whether through the claim schedule or revolving fund process. The information on the Payee Data Record is needed to establish a vendor number in the Vendor Edit Table. The information entered in the Vendor Edit Table is used to determine whether payments made to the vendor are reported to the Internal Revenue Service and the Franchise Tax Board. For further details on reportable payments, refer to Volume I, Chapter XII.

### Subject to Use Tax Report (W04)

The W04-Subject to Use Tax Report, shown in Exhibit XI-13 on page 44, is a listing of payments subject to use tax. Entering an Indicator of **8** in the RPI field causes the transaction to post to the W04 report. If there are no payments subject to use tax for the current day's automated claim schedules, the report is not printed.

Totals are provided by vendor within claim schedule, batch and agency. The Subject to Use Tax Report is a daily report; it does not contain cumulative-to-date information. It is important to file this report. The W04 reports may be used for the annual calculation and payment of Use Tax to the Board of Equalization.

### Late Payment Interest Penalties Shown On The W07 Report

Late payment penalties are shown in the daily W07 Report, Amounts Paid Subject To Late Payment Interest Penalties (Exhibit XI-14 on page 45). Using Object Code **545** or keying an Indicator of **9** in the RPI field will cause the transaction to post to the W07 report. If there are no interest penalties paid on the current day's claim schedules, the report is not printed for that day.

Totals are provided by vendor within claim schedule, batch and agency. Since the Amounts Paid Subject to Late Payment Interest Penalties Report is a daily report; it does not contain cumulative-to-date information. It is important to file this report and retain it as long as is necessary.

### Remittance Advice Messages/D54 Descriptor Table

Any information entered in the Invoice field on an Automated Claim Schedule transaction will automatically print on the Remittance Advice. However, only 14 characters are available in the Invoice field. Sometimes agencies need to include a message that is more than 14 characters.

Agencies have the option of letting the system print a specific message on the remittance advice by entering a hyphen (-) and a 3-digit alphanumeric code (pre-assigned in the D54 Descriptor Table) in the first four positions of the invoice field. If a message is printed, the first four positions of the invoice number are printed as asterisks and the remaining ten positions contain the invoice number, if entered. If the same message is entered for multiple invoices for the same vendor, the message is printed once after the last invoice when the invoices are entered consecutively. If the invoices have the same message but are not entered consecutively, the message follows each occurrence.

The D54 Descriptor Table allows up to 270 characters per message. It requires some advance planning to determine the types of messages wanted and to establish the messages in the D54 table, but once the messages are entered, they remain in the D54 table until they are deleted.

The descriptor table entries involve assigning a three-digit alphanumeric code and a one-digit number. The alphanumeric code identifies the message. The numeric field identifies the line number of the message. Each message can have up to nine lines, and each line can have up to 30 characters.

The table below displays a sample of a two-line message that would appear on the remittance advice if entered in the D54 Descriptor Table.

MESSAGE	LINE NUMBER	TABLE ENTRY KEY
PURCHASE ORDER DOES NOT	1	DEF1
PROVIDE FOR SALES/USE TAX	2	DEF2

The screens below display the descriptor table entry prior to pressing enter.

```

9990 I.5: Descriptor                                07-12-2002 11:12 AM

      DESCRIPTOR TABLE MAINTENANCE/INQUIRY          CHANGE DATE:

      FUNCTION: A  (A=ADD, C=CHNG, D=DEL, P=PRT, F5=VIEW MASTER,
                   F6=RECALL MAINT, F10=DEL MAINT)

      TABLE ID NUMBER: 54

      ORG CODE: 9990

      TABLE ENTRY KEY: DEF1

      REFERENCE DATA: _____

      TITLE: PURCHASE ORDER DOES NOT

      Command: _____
      Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
             Help  Retrn Quit                Bkwrđ Frwrđ                Main
  
```

```

9990 I.5: Descriptor                                07-12-2002 11:12 AM

      DESCRIPTOR TABLE MAINTENANCE/INQUIRY          CHANGE DATE:

      FUNCTION: A  (A=ADD, C=CHNG, D=DEL, P=PRT, F5=VIEW MASTER,
                   F6=RECALL MAINT, F10=DEL MAINT)

      TABLE ID NUMBER: 54

      ORG CODE: 9990

      TABLE ENTRY KEY: DEF2

      REFERENCE DATA: _____

      TITLE: PROVIDE FOR SALES/USE TAX

      Command: _____
      Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
             Help  Retrn Quit                Bkwrđ Frwrđ                Main
  
```

When a particular message is needed on a Remittance Advice, the alphanumeric code preceded by a dash (-) is entered in the first four positions of the invoice field. Refer to the following example of the Claim Schedule Transaction Entry screen:

The Enter Claim Schedule File Maintenance Transactions screen (Command **B.2**) controls the printing of automated claim schedules. A table describing the functions and fields of the Claim Schedule Maintenance screen is displayed in Exhibit XI-2 beginning on page 16. Use the following instructions for entering maintenance transactions.

Enter a **Print Date**. This date is used to select claim schedules for printing and is required when the Global Print indicator is set to **Y**. Only claim schedules with a batch date or due date equal to or earlier than the entered print date will print on the date specified. Claim schedules with a batch date or due date later than the print date will not print at this time. A future print date may be used if needed.

Agencies may enter the **Print** maintenance command (Command **B.2**) on the same day the claim schedule batch is entered and released. As a result, if no fatal errors are detected during the nightly system update process, the claim schedule is available to print the next day.

If an agency does not enter a print date on the same day the claim schedule batch is entered and released or if there are claim schedule transactions on the error file, the claim schedules are displayed on the Claim Schedule Maintenance screen as shown below.

```

9990 B.2: Enter Claim Schedule Maintenance Trans
12-08-2000 08:32 AM

GLOBAL PRINT (Y/N): N PRINT DATE: MM DD YYYY
DEFAULT OUTPUT DEST: P (E=Send eFile to SCO, P=Agency Printer)
Enter under F below: (D=Delete Maint, I=Insert Maint)
F MAINT CLAIM DUP DEST --- S C O ---
OPERATOR SCHED # BATCH DATE T NBR SEQ REC O/R ISSUE DATE SH
- CS00253 12 07 2000 04 123 00000 0 - - - - -
- CS00257 12 07 2000 04 127 00000 0 - - - - -
- CS00258 12 07 2000 04 128 00000 0 - - - - -
- CS00260 12 07 2000 04 130 00000 0 - - - - -
- CS00261 12 07 2000 04 131 00000 0 - - - - -
- - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - -
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- - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - - - -
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Retrn Quit Bkwrđ Frwrđ Clear Main

```

The Claim Schedule Maintenance Transactions screen displays up to 12 lines. Additional records may be displayed by scrolling using the **F8** key.

The following functions described below, a **D** (delete maintenance) and an **I** (insert maintenance), can be entered in the Function column (**F**):

A **D** entered in the Function column is used to delete previously entered information from the Maintenance Operator field. For example, if Hold is entered in the Maintenance Operator column and should not have been, a **D** entered in the Function column before nightly processing would delete the Hold. A **D** entered in the Function column does not delete a claim schedule or a claim schedule transaction. Only previously entered claim schedule maintenance is affected.

An **I** entered in the Function column is used to create a new line with duplicate claim schedule information. The sequence number in the duplicated line displays five zeros. This allows a specific sequence number to be entered in place of the zeros. Using the **I** function allows a specific transaction within the claim schedule to be deleted by entering the appropriate sequence number and entering a Delete in the Maintenance Operator field. For example, a credit memo that causes a negative net to vendor can be deleted using this process.

The following Maintenance Operator values described below, Hold, Release, and Delete, can be entered in the Maintenance Operator column:

A **Hold** entered in the Maintenance Operator column will prevent a claim schedule from printing.

**Release** will make a claim schedule available for print. If a claim schedule has previously been put on hold, this maintenance operator must be entered before the claim schedule will print.

**Delete** will remove an entire claim schedule or a transaction within a claim schedule from the Warrant Write File. This means the claim schedule or the transaction within a claim schedule is no longer available for print. **Note:** Deleting transactions from the Warrant Write file does not delete the previously posted expenditure transactions. Therefore, additional action may be required.

When the **Enter** key is pressed, the Claim Schedule File maintenance transactions are edited. Valid transactions are removed from the screen and the message '821-RECORD SUCCESSFULLY ADDED' is displayed at the bottom of the screen if none of the transactions have online errors. If errors are detected on the maintenance transaction screen, the erroneous field is highlighted and the appropriate error message is displayed at the bottom of the screen. These error messages are described in Volume 4, Error Correction.

The following two methods can be used to change a previously entered maintenance transaction: